


BOBBY JINDAL
GOVERNOR



PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Planning and Budget

MEMORANDUM

TO: Department/Agency Heads, Undersecretaries, and Fiscal Officers
FROM: Ray L. Stockstill, Assistant Commissioner 
DATE: August 4, 2011
SUBJECT: Executive Order No. BJ 2011-12—Limited Hiring Freeze

In accordance with Section 1A of the Executive Order, departments, agencies, or budget units shall freeze the number, considered the floor, of Table of Organization Appropriated Full-Time Equivalent (T.O. FTE) positions that are listed below. The funding associated with these positions should be placed into the unallotted expenditure category. **Departments, agencies, or budget units are not to exceed the number, considered the ceiling, of occupied Non-appropriated Table of Organization Full-Time Equivalent (Non-T.O. FTE) positions as listed in the table below. Departments, agencies, or budget units are not to decrease the number, considered the floor, of frozen T.O. FTE positions as listed in the table below.**

Schedule No.	Executive Branch	Non-T.O. FTE Positions	T. O. FTE Positions	State General Fund	Total
01	Executive Department	481	5	\$0	\$83,298
03	Veterans Affairs	0	0	\$0	\$0
05	Economic Development	2	0	\$0	\$0
06	Culture, Recreation and Tourism	47	16	\$312,149	\$312,149
07	Transportation and Development	0	4	\$0	\$236,972
08A	Corrections Services	26	24	\$1,465,629	\$1,465,629
08B	Public Safety Services	62	0	\$0	\$0
08C	Youth Services	3	19	\$1,141,710	\$1,141,710
09	Health and Hospitals	1456	90	\$1,979,438	\$6,069,422
10	Department of Children and Family Services	213	5	\$96,211	\$300,660
11	Natural Resources	1	1	\$0	\$83,657
12	Revenue	16	10	\$0	\$831,168
13	Environmental Quality	0	29	\$0	\$1,614,131
14	Louisiana Workforce Commission	143	0	\$0	\$0
16	Wildlife and Fisheries	146	0	\$0	\$0
17-560	State Civil Service	0	1	\$0	\$60,630
17-561	Municipal Fire and Police Civil Service	0	0	\$0	\$0
17-562	Ethics Administration	1	1	\$50,389	\$50,389
17-563	State Police Commission	0	0	\$0	\$0

Schedule No.	Executive Branch	Non-T.O. FTE Positions	T. O. FTE Positions	State General Fund	Total
19A	Higher Education	0	1630	\$12,000,000	\$12,000,000
19B-653	Louisiana School for the Deaf and Visually Impaired	8	2	\$122,699	\$122,699
19B-655	Louisiana Special Education Center	14	0	\$0	\$0
19B-657	Louisiana School for Math, Science, and the Arts	78	0	\$0	\$0
19B-662	Louisiana Educational Television Authority	0	0	\$0	\$0
19B-666	Board of Elementary and Secondary Education	0	0	\$0	\$0
19B-673	New Orleans Center for the Creative Arts	10	0	\$0	\$0
19D	Department of Education	1161	8	\$309,429	\$728,566
19E	LSU Health Sciences Center Health Care Services Division	0	28	\$145,889	\$1,730,652
21-790	Donald J. Thibodaux Training Academy	4	3	\$0	\$0
21-796	Central Regional Laundry	0	0	\$0	\$0
21-800	Office of Group Benefits	0	9	\$0	\$354,996
21-804	Office of Risk Management	0	10	\$0	\$0
21-805	Administrative Services	1	0	\$0	\$0
21-806	Louisiana Property Assistance	1	0	\$0	\$0
21-807	Office of Telecommunications	0	2	\$0	\$113,097
21-808	Management	0	0	\$0	\$0
21-810	Public Safety Services Cafeteria	0	0	\$0	\$0
21-811	Prison Enterprises	1	0	\$0	\$0
21-829	Office of Aircraft Services	0	0	\$0	\$0

You are to submit by August 15, 2011, for approval mid-year adjustments (BA-7) unallotting no less than the number of T.O. FTE positions and funding listed. Positions specifically related to direct patient care and positions that are critical to the safety of the public should, to the extent possible, not be included in the BA-7.

However, for Higher Education, the dollars generated from freezing T.O. FTEs should not be unallotted but should be retained by the campuses for strategic investments within the institutions.

The Board of Regents and the LSU Board of Supervisors shall ensure that no direct patient care positions are affected as a result of this freeze.

Your OPB budget analyst will be contacting you, if he or she has not already done so, to discuss the preliminary financial numbers and the relative need for your Non-T.O. FTEs.

Thank you for your cooperation in this matter, and if you have any questions please contact your OPB budget analyst.

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